

Installation  
Report

Electrical Business Machines Survey  
for House Appropriations Committee

Personnel Security Branch *2+S*  
Security Division  
Security Office *Account H*  
Central Intelligence Agency

Location: Washington, D. C.  
Appropriation or other Budget Identification

Units of Equipment - Rented or Owned - 30 June 1953

| Trade Name | Description  | No. of<br>Units | Percent of<br>Utilization<br>F.Y. - 1953 | Annual<br>Rental | Purchase Price          |                        |
|------------|--|-----------------|--|------------------|-------------------------|------------------------|
|            |  |                 |  |                  | Under 3<br>Years of Age | Over 3<br>Years of Age |
| <i>IBM</i> | <i>026 Print Punch</i><br>IBM Printing<br>Card Punch<br>Type 26<br>#026-11841-HP         | 1               | 90%                                      | \$ 726.00        |                         |                        |
| <i>IBM</i> | <i>075 Sorter</i><br>IBM Card Counting<br>Horizontal Sorter<br>Model 75<br>#075-12993-LN | 1               | 30%                                      | 660.00           |                         |                        |
| TOTAL:     |  | 2               | <del>60%</del>                           | \$1,386.00       |                         |                        |

Operating Data 1953 Fiscal Year

|                                | Man Years | Amount      |
|--------------------------------|-----------|-------------|
| Analysis of Contract Services: |           |             |
| Operating Personnel            | .9        | \$ 2,857.50 |
| Supporting Personnel           | None      | None        |
| Other Personnel (Supervisory)  | .3        | 1,386.00    |
| Total                          | 1.2       | \$ 4,243.50 |
| Machine Rental                 |           | 1,386.00    |
| Card and Paper Supplies        |           | 260.00      |
| Contract Services              |           | None        |
| Total                          |           | \$ 1,646.00 |

Planned Expansion or Reduction in F.Y. 1954:  
No expansion or reduction is anticipated.

Functions Performed:

To provide indices to security files for pending and completed actions on requested clearances for applicants and employees. Information on the cards reflects status of pending cases or clearances issued and eliminates to a great extent the need to locate and pull case folders.

~~RESTRICTED~~  
Security Information

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Electrical Business Machines Survey  
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Physical Security Branch  
Security Division  
Security Office  
Central Intelligence Agency

Location: Washington, D. C.  
Appropriation or other Budget Identification

Units of Equipment - Rented or Owned - 30 June 1953

| Trade Name | Description  | No. of<br>Units | Percent of<br>Utilization<br>F.Y. - 1953 | Annual<br>Rental | Purchase Price          |                        |
|------------|--|-----------------|--|------------------|-------------------------|------------------------|
|            |  |                 |  |                  | Under 3<br>Years of Age | Over 3<br>Years of Age |
| IBM        | <del>026 Card Punch</del><br>IBM Printing<br>Card Punch<br>Model 26<br>#026-13654-HR | 1               | None                                     | \$ 759.00        |                         |                        |
| TOTAL:     |  | 1               | None                                     | \$ 759.00        |                         |                        |

Operating Data 1953 Fiscal Year

|                                | Man Hours | Amount     |
|--------------------------------|-----------|------------|
| Analysis of Contract Services: |           |            |
| Operating Personnel            | None      | None       |
| Supporting Personnel           | None      | None       |
| Other Personnel                | None      | None       |
| Total                          | None      | None       |
| Machine Rental                 |           | \$ 63.25 * |
| Card and Paper Supplies        |           | None       |
| Contract Services              |           | None       |
| Total                          |           | \$ 63.25   |

Planned Expansion or Reduction in F.Y. 1954:

Expanded use of the one machine to include operating and support personnel, machine rental, and record cards is estimated to total \$3,366.50 for the fiscal year 1954. Machine will be in operation 50% of the time.

Functions Performed:

Prepared IBM punch cards, containing current information regarding description of each Agency employee and status of badge, are contained in Badge Record File for easy and quick means of obtaining current information regarding employee description and badge status through name or badge number.

\* Machine received and rent paid for month of June 1953.

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